



# HUMAN RESOURCES DEPARTMENT

City of Burlington  
179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145  
Fax (802) 864-1777

Vermont Relay: Call 7-1-1 or 800-253-0191

## RESOURCE PLANNING ANALYST BURLINGTON ELECTRIC DEPARTMENT

POSTING DATE: September 22, 2014	DEADLINE TO APPLY: October 6, 2014
RATE OF PAY: \$875.62/wk-\$1,435.46/wk doe	UNION: IBEW
POSITION STATUS: Regular Full Time	NO. OF POSITIONS AVAILABLE: 1
EXEMPT/NON-EXEMPT: Exempt	CLASSIFICATION GRADE: A-3

### APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

The Resource Planning Analyst is responsible for database development and administrator duties including maintaining the Energy Efficiency and Resource Planning information management database systems, carrying out power resource optimization analyses, analyzing and reporting on various Energy Efficiency and Resource Planning programs, projects and performance measures.

#### ESSENTIAL FUNCTIONS:

- Design, implement, manage, and support LAN based database applications for Resource Planning, including McNeil and GT performance measures with the advice and consultation of Information Services (IS). This includes: coordination with Department staff in associated areas; communication with regulatory agencies and other utilities; designing and building database applications and support material capable of interaction with existing legacy software; and assisting Department staff and others with training and access to Resource Planning data.
- Design, implement, manage, and support LAN based database applications for energy efficiency programs with the advice and consultation of IS. This includes: coordination among Department staff in associated areas; communication with regulatory agencies and other utilities; designing and building database applications and support materials capable of interaction with existing legacy software; and assisting Department staff and others with training and access to energy efficiency customer participation data.
- Analyze, report and recommend power supply actions, supported with thorough analysis from self designed processes and computing tools.
- Analyze, report, and recommend processes for improvements and/or compliance of Energy Efficiency Programs, including monthly program progress analysis and reporting.
- Design and maintain automation processes when applicable, including automated demand bidding programs, to improve efficiency and accuracy for Resource Planning, Energy Services and/or other departments through the use of tested programming code.
- Perform system queries for energy efficiency participation and impact data for reporting and evaluation needs, including publishing and furnishing all Energy Efficiency Results in the "Energy Efficiency annual report" for the Public Service Board.
- Assist and train other Departmental areas in the development and modification of developed applications and reports.
- Insure the integrity and accuracy of data in all area tracking systems and databases.
- Assist in the development of annual power cost budget.
- Monitor actual power expenses versus budget estimates, answer related questions, and explain significant variances.
- Respond to regulatory inquiries as needed, prepare testimony, answers and exhibits in associated regulatory filings.
- Maintain understanding of wholesale markets and changes in market including but not limited to understanding rules of the Independent System Operator in New England (ISO-NE) and its interaction with VELCO, NEPOOL, and other associated entities.
- Perform economic analyses to determine the Department's daily power supply position.
- Submit power supply contracts and related information to the ISO-NE market system using electronic contract forms and assure form accuracy.
- Coordinate with Departmental IS staff to insure seamless connection between self developed database systems and corporate server applications.
- Review monthly power bills and loads to ensure power transactions and billings are correct.
- Maintain Backup and documentation of all designed and implemented applications.
- Ensure proper and efficient program application use by maintaining up-to-date knowledge of programming, database design and development techniques

#### MINIMUM QUALIFICATIONS:

- Bachelor's degree in Computer Science, Engineering, Business or related field and a minimum of 3 years experience with business systems analysis, database design or computer programming required
- Background in utility industry preferred
- Proficiency in Windows XP or better environment with advanced skills in spreadsheet, word processing and database programs required.
- VBA, VB.NET, XML and Query programming experience required.
- Ability to work in a multi-task environment required with high organization and work prioritizing abilities.
- Ability to work accurately and meet steadfast deadlines required.
- Ability to comprehend and interpret complex operating rules and procedures as set forth by the ISO-NE required.
- Ability to use and modify computing tools developed by others, in order to accomplish assignments for both recurring and new projects required.
- Ability to interact with internal and external City officials, local, state, and regulatory entities in a professional and courteous manner required.
- Must possess excellent oral, written and analytical skills
- Ability to administer, process and present large amounts of data efficiently and effectively.
- A strong desire to improve service to internal and external customers is required as is a high level of personal creativity, initiative and enthusiasm to work within a constantly changing organization
- Ability to work effectively in a team environment.
- Ability to work with minimal supervision.

**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.

